# Content Scope Job Aid

What is content scope?
The content scope provides a list of topics to be addressed by the training course. These topics bridge the gap between existing knowledge and the knowledge necessary to achieve the learning objectives.

How to decide what content is relevant:
Content must be carefully selected to address the audience needs. Consider what is already known by participants and their familiarity with the subject matter. Additionally, identify the critical information the participant needs to know.
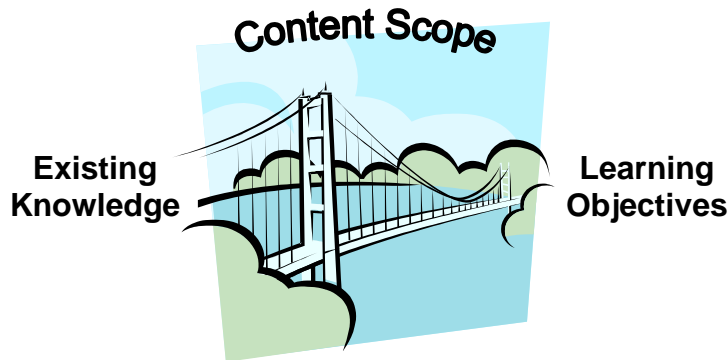
How to organize content:
- Sequence content in the order used on the job
- Cover critical tasks (incorporate "need to know" content first, and then, if applicable, "nice to know" content)
- Don't overload the course with too much information

How to determine the content scope:
Using the content scope template, consider the following questions to determine the high-level concepts that will provide the content scope for the training program:

Learning objective
1. Review the learning objectives.

Content categories
2. Review the relevant measure for the learning objective.
3. What are the high-level categories addressed in the learning objective?
4. Can the categories be lumped into similar groups?
5. How can the categories or groups of categories be prioritized? Can they be given a level of importance? Ranked? Need to have vs. nice to have?

Key concepts
6. Analyze the list of content categories and content groups.
7. Review the audience analysis and the audience familiarity with training subject matter.
8. Which high-priority category or group of categories includes **new** information the participant needs to achieve the learning objective?
9. What are the 1-3 **key concepts** of this category or group of categories?

Adapted from Robert F. Mager, <u>Making Instruction Work</u>, 1997